

CASTLEMORTON PARISH COUNCIL
Draft Minutes of Annual Meeting of Castlemorton Parish Council held on
Thursday 16 May 2019 at the Parish Hall at 8.15pm

Present: Cllrs: Barbara Wilkes, Jeremy Hubbard (acting Chairman), Tim Cotterell, Hilary Flanders and Rachel Sargeant

In Attendance: Mrs C Leake (Clerk)

Members of the Public: 1

Welcome to new period of the Parish Council (PC) and all present signed declaration of office.

Public Comments:

Acknowledgment to the recent passing of 2 former Parish Councillors, Mr Bryan Smith who was also chairman for many years and more recently Mr Ben Wiggins.

Parishioner asked if the Malvern Hills Trust had responded to the letter sent from the Parish Council ref **minute 29/19**. Yes.

The contents indicate that the Trust is still in deliberations as regards the Malvern Hills Trust Charity Commission Scheme. The PC points relating to the membership organisation are presently noted. More information on this matter will hopefully be available in the near future.

The parishioner provided information from the Malvern Hills Act 1884 relating to the purchase of additional commons and potential of associated levies.

35/19. Election of Chairman

Nominations were sought by acting chairman, and with one nomination, Don Lupton it was **RESOLVED unanimously that Cllr. Lupton be elected chairman.**

36/19. Election of Vice Chairman

It was **RESOLVED unanimously with one nomination; Mr Jeremy Hubbard be elected vice Chairman.** (Mr Hubbard in the absence of the chairman continued to chair the meeting).

37/19. Apologies: District Cllr Mick Davies and County Cllr. Tom Wells, Parish Cllrs. D Lupton, J Fryman, Simon Watts & Mariana Watts.

38/19. Declarations of interests

1. ***Register of Interests.*** Received from Cllrs Lupton, Cotterell, Wilkes, Sargeant and Flanders..
2. ***To declare any Disclosable Pecuniary Interests (DPI) and/or Other Disclosable Interests (ODI) in items on the agenda and their nature.*** None.
3. ***To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011).*** None

39/19. Minutes of the Previous Meeting

It was **RESOLVED** that the draft minutes of the meeting of 7 March 2019 were a true record of the meeting and were signed.

40/19 Matters Arising

Thanks to all for the delivery of newsletter in conjunction with Parish Hall update. Identified one or two missed households. Clerk to action.

41/19. Finance Report

Annual Return

Approval of the Accounts 2018/19 completing AGAR Part 2

- a) **The Certificate of Exemption (Gross annual income or gross annual expenditure does not exceed £25,000) signed by chairman and RFO** and will be submitted to auditor.
- b) **Internal Audit completed 27 April 2019.** Thanks to Mr Richard George for his support in this matter.
- c) **Section 1 - Annual Governance Statement 2018/19** was read out to members of the council. It was **RESOLVED** that this be confirmed and signed by the Chairman.
- d) **Section 2 - Accounting statement.** It was **RESOLVED** that the Accounts presented by the RFO for the Financial year 2018/19 be adopted and signed by the chairman and RFO

Finance Report to date

It was **RESOLVED** that the following income be noted & payments agreed:

	£	£	Description
Balance:		14,214.65	
Add Income	105.00 2,250.00		WCC Lenthsmen Scheme ½ year MHDC precept
Total		2355.00	
Less Expenditure pre-meeting			
	247.50 613.82		Four Seasons Clerk Jan Feb March
Total		861.32	
Less Expenditure at meeting			
W CALC	409.28		Subscription
ICO	40.00		Data Protection Register
Came & Company	977.27		Council & Hall Insurance
Total		1426.55	
Balance at close of meeting 10 May		14281.78	

- i) Insurance: Annual documentation only just received from Came & Company. Clerk advising a check on review of contents and an acknowledgment to the 3-year long term arrangement valid for one further year. Agreed to pay premium for 2019/20.
- ii) Clerk to progress with the purchase of a new printer using the funds available from Birtsmorton and Castlemorton Parish Councils (transparency funding).

42/19 Highway/Footpath Reports

Footpaths- Minute 23/19. At the time of sending a letter to Meadow Barn the fence was in the process of being erected. However the signs remain in situ. It was hoped these would be removed, and suggested that alternatively worded signs could be provided by the Parish Council. Review and assess at next meeting.

In addition to the points raised at the previous annual parish meeting. It is hoped that the **footpath by the Robin Hood** will be cleared once out of nesting season. There was discussion on the use of lengthsman in repairing some of the stiles and where the council stood as regards liability. Hopefully a suitable agreement/arrangement can be negotiated with WCC.

43/19 Planning

Report of planning applications **received/decided** since last meeting was noted

19/00357/LB	Hollyhead Castlemorton Malvern WR13 6BN	Repairs to oak frame and infill panels; replacement windows and doors; replacement of ground floor; internal alterations.	Recommend Approval with comment
19/00400/FUL	Thoulds Church Road Castlemorton Malvern WR13 6BH	Proposed agricultural building	Recommend Approval MHDC Approve
19/00342/CLE	5 The Reddings Golden Valley Castlemorton Malvern WR13 6AA	Certificate of lawfulness for the continued use of an existing building as an independent dwellinghouse.	Comment
19/00580/OUT	Land At (Os 8023 3785) Druggers End Castlemorton,	Erection of 2 dwellings (Live/Work) with all matters reserved except Access and Appearance.	Recommend Refuse
19/00547/HP	Old School House Castlemorton Malvern WR13 6BG	Extension to existing garage for workshop.	Plans to be viewed
19/00647/FUL	The Old Dairy Church Road Castlemorton Malvern WR13 6BQ	Change of use and conversion of agricultural barn to holiday let and ancillary accommodation.	Plans to be viewed
19/00640/GPDQ	The Old Dairy Church Road Castlemorton Malvern WR13 6BQ	Notification for Prior Approval for the proposed change of use of agricultural building to 1no. residential dwelling and building works reasonably necessary (including demolition) to facilitate and convert the building to a use falling within Class C3 (dwellinghouses)	Not Consultee

42/19 Correspondence

Particular mention of

- CALC Updates – new executive officer.
- Letters sent to Meadow Barn and Millers Court.
- Road Closures – Highway dressing/Water leaks
- MHDC Parish/Town update
- El Dorado Festival – Eastnor - 20% for local residents
- P & T C Survey. Feedback from Police and Crime Commissioner
- MHDC Thurs 4th July, 5.30 – 7.30pm P&TC networking session, which will also include a planning session.

43/19 Lengthsman Scheme

The budget for 19/20 will remain as - £2282. A new signed agreement to be returned to WCC

44/19 Meeting Reports

- Cllr Wilks briefly outlined main points raised at recent 4C's meeting of 15 May 2019. Full draft minutes will be available on Malvern Hills Trust website.
- Annual Parish Meeting comments and action
 1. Clerk to enquire from WCC about car for sale parked on highway opposite Robin Hood
 2. Improve communications. Meeting/What's happening information more readily available to those present and prior to Annual Parish Meeting.

45/19 New Initiatives

Items to be considered for next meeting:

- A report for Cllrs consideration re the Defibrillator with the information kindly provided by Cllr Wilkes.
- Update welcome pack
- Website

46/19. Next Meetings

RESOLVED that the next meeting will be Thursday 4 July 2019

Further provisional dates:

**5 September 2019, 7 November 2019, 9 January 2020, 12 March 2020 and 14 May 2020
(Annual Meetings)**

The meeting concluded at 10.15pm

Signed Date.....